

NINDS Standard Operating Procedure

NINDS SOP 41

SOP Title: NINDS P2 Parking Placard Assignments

Version: 1.0

Purpose:

To document the assignment of P2 parking placards for NIH faculty and staff members.

Background:

NIH P2 Parking Placards are disseminated by the NIH Clinical Center twice a year for the periods of August 1st – January 31st and February 1st – July 31st. NINDS is responsible for assigning the placards to faculty and staff members who meet the following criteria outlined by the NIH Clinical Center Office of the Director:

- Has direct patient care responsibility at the NIH Clinical Center
- Has a valid black NIH parking hanger (red and orange parking hanger holders are not eligible for a P2 placard).
- Is not enrolled in the NIH Transhare program.
- Does not have a delinquent medical record. If a staff member has a delinquent medical record they can not be issued a placard until all prior delinquencies have been resolved.
- Is on-board at the time of the issuance of P2 placards.
- Placards may not be disseminated as a recognition or reward mechanism.

The NIH Clinical Center issues 30 placards to NINDS due to the large number of clinical fellows rotating on consult service. The NINDS Clinical Practice Committee has been tasked in identifying a fair mechanism for the dissemination of the P2 parking placards and will review both criteria and requests on an ongoing basis.

Policy:

P2 parking placards will be issued to faculty and staff members who meet the criteria outlined by the NIH Clinical Center (see “Background”) in the following priority categories:

Category 1: FTE faculty and staff members on consult service. This includes Staff Clinicians and Nurse Practitioners who are 100% dedicated to NINDS Neurology Consult Service.

Category 2: Staff Clinicians

Category 3: On-Call Fellows. This includes fellows who rotate on consult service and provide on-call services for clinics/units.

Category 4: Nurse Practitioners

In the event there are not enough P2 parking placards to accommodate all requests in category 4, category 4 members may discuss whether to hand out placards on a lottery basis or come up with a sharing mechanism amongst themselves.

Approval Signature:

NINDS Clinical Director

Date of Approval:

Presented at the September 17, 2021
Clinical Care and Patient Safety Meeting

Date of Implementation:

February 1, 2022

Previous Versions:

N/A
